

EMPLOYMENT OPPORTUNITY

Position:	COOK
Department:	Head Start/Early Head Start
Reports to:	Child Development Center (CDC) Supervisor
Job Summary:	Under general supervision and in accordance with established program standards, Local, State and Federal regulations that govern food and nutrition services, prepare, distribute and serve daily meals and snacks to young children (infants/toddlers/preschool) based on established menus; maintain a compliant kitchen environment to achieve 100% compliance during announced and unannounced inspections; assist staff in carrying out special nutrition projects; operate and clean standard kitchen equipment, appliances and utensils; wash dishes and pans; maintain proper kitchen sanitation, food and supply storage; conduct general record keeping and maintain inventory; track and report daily meals and snacks served; prepare and submit food and milk reports and orders; receive and stock food and milk deliveries; attend staff meetings, trainings and workshops; perform other related duties as assigned.
Requirements:	Completion of secondary education or equivalent with a minimum of six (6) months demonstrated experience of institutional food preparation or equivalent combinations of training and/or experience. Knowledge of food preparation methods, procedures, equipment and supplies; safety practices and procedures, sanitary standards for food preparation, record keeping and office procedures and basic nutrition concepts; must have a valid State of Ohio Driver's License and transportation; computer literacy; Summit County residency; fingerprint and background check conducted
Pay Rate:	\$10.83 per hour/Pay Level 4
Benefits:	Medical, Life, Dental, Vision, Prescription, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
Classification/Schedule:	Regular, Full-time / 9-month or 11-month work schedule
FSLA Status:	Non-Exempt
Site Assignment:	Child Development Centers are located throughout Summit County. Worksite assignments are based on program needs and subject to change during the course of employment
Postings Dates:	09/05/2017 - CONTINUOUS UNTIL FILLED
Send Resume/ Application to:	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street Akron, Ohio 44308 <i>Or</i> , E-mail resume to resumes@ascainc.org

*This position is subject to Ohio Association of Public Schools Employees-Local 146 Participation

NO PHONE CALLS. Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For employment opportunities and other agency information visit www.ascainc.org

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